Chapter Seven Table of Contents

PAGE

Reviewing Batch Transactions

MODULE: Utilities

INTRODUCTION

The Batch Transaction Review will allow the local DPAS Administrator to view a list of all batch transactions waiting for execution during the next nightly batch cycle. This process should be performed on a daily basis, and any unneeded transactions should be deleted prior to the batch processing cycle taking place.

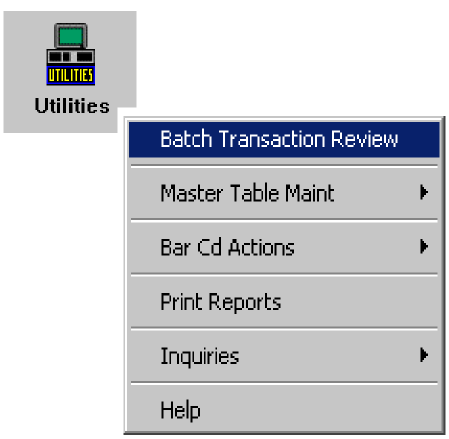
The Batch Transaction Review screen will display a list of batch transactions that meet the criteria established on the Key Data screen. The program name, transaction description, and user name of the individual generating the transaction are displayed. These transactions will be executed during the next nightly batch cycle.

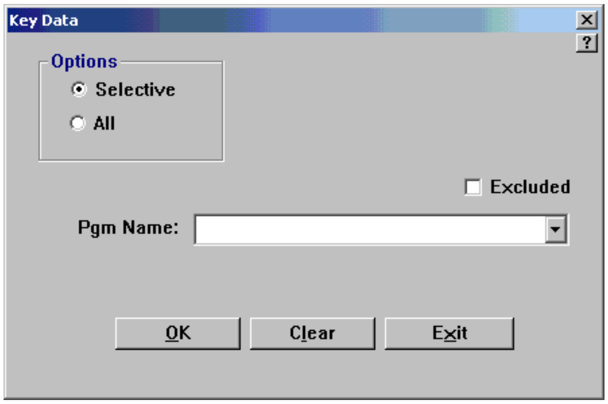
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Batch Process Review** from the program group.





STEP 1:

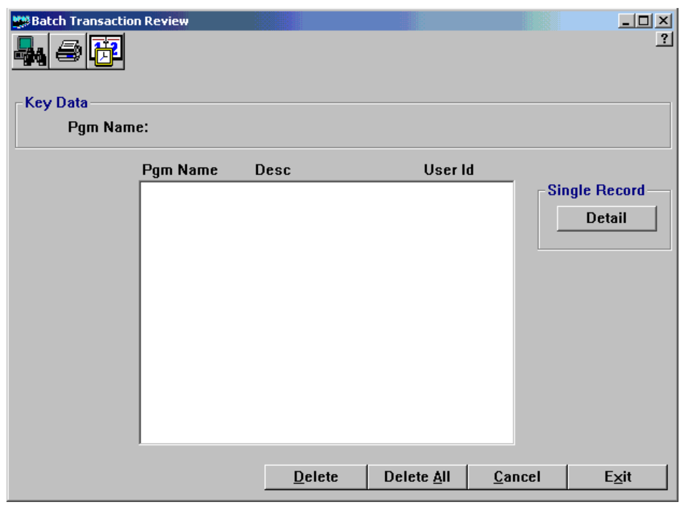
a. **Options:** Select the appropriate option.

Options	
Selective	Select this option to review specific batch transactions.
All	Select the option to review all batch transactions.

HINT!
If **Selective** is chosen as the option, you must choose a program name from the drop down list in the middle of the screen.

b. **Excluded:** Check this box to identify a transaction to be excluded from the batch process.
c. **Pgm Name:** If your option was **Selective**, choose the program name from the list box.
d. Click **OK**.

STEP 2:

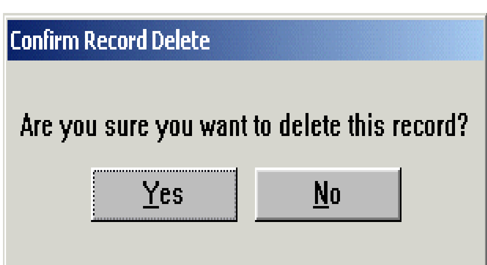


a. **Program Window:** Select the record(s) you want to review.

If your option was **All**, all the batch transactions are displayed.

If your option was **Selective**, the selected batch transaction will be displayed and highlighted.

b. **Detail:** If you want additional data for the selected record, click this button.
c. If you want to delete a record from processing in the next batch cycle, highlight the record and click **Delete** or if you want to delete all the transactions, click **Delete All**.

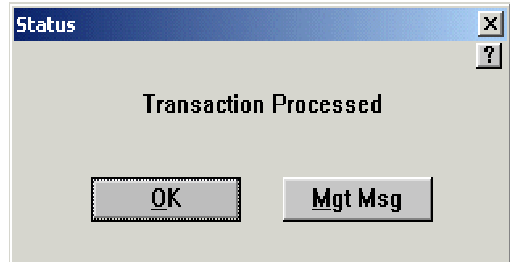


STEP 3:

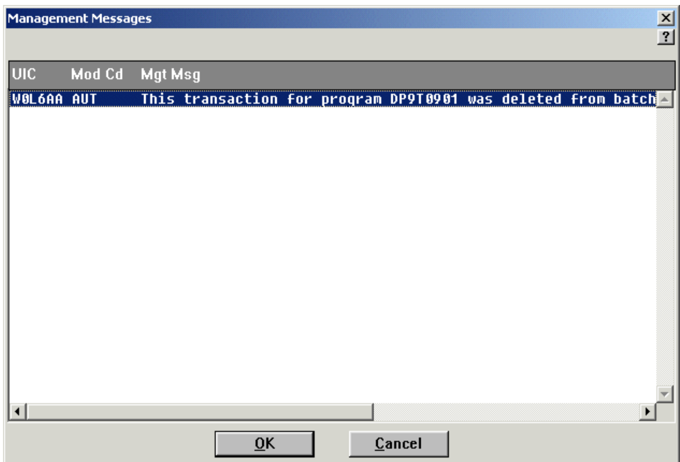
- If you want to delete the record, click **Yes**; otherwise, click **No**.

STEP 4:

- If you do not want to send a management message, click **OK**. You will be returned to the Key Data screen. If you are done reviewing the batch transactions, click **Exit** and you will be returned to the DPAS Main Menu.
- If you want to send a management message, click **Mgt Msg**.



If you selected to send a management message, a screen similar to the following is displayed:

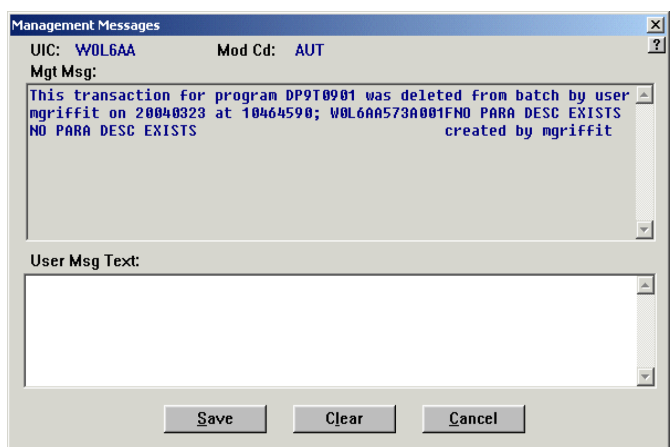


- If you want to send only the DPAS generated message, click **Cancel**. You will be returned to the Key Data screen. Click **Exit** to return to the DPAS Main Menu.
- If you want to send a personalized message, **OK**.

STEP 5:

If you elected to send a personalized message, a screen similar to the following is displayed:

a. **User Msg Text:** Enter your own message in this window.
b. Click **Save**.



The Transaction Processed dialog box is displayed.

c. Click **OK**.

You are returned back one screen level.

d. Click **Cancel**.

You are returned to the Key Data screen.

e. Click **Exit**.

You are returned to the DPAS Main Menu.

Adding Report And Form Messages

MODULE: Utilities

INTRODUCTION

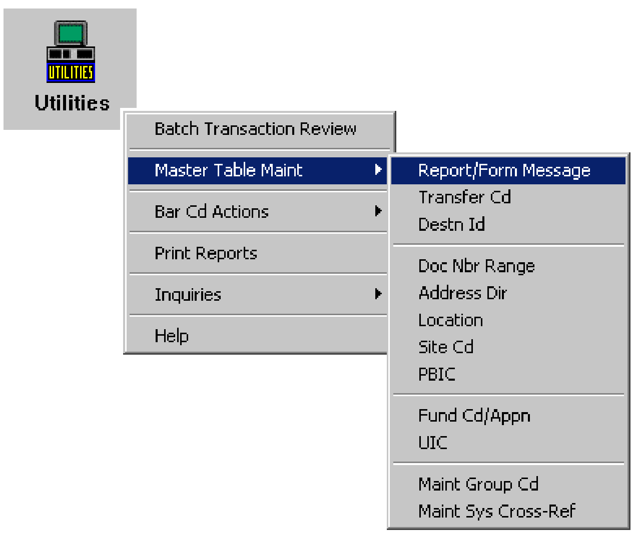
This process provides the capability of adding new Turn-In and/or Transfer Messages to display on the DD Form 1348-1 and selected reports.

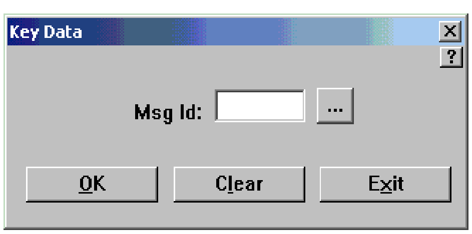
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Report/Form Message** from the program list.

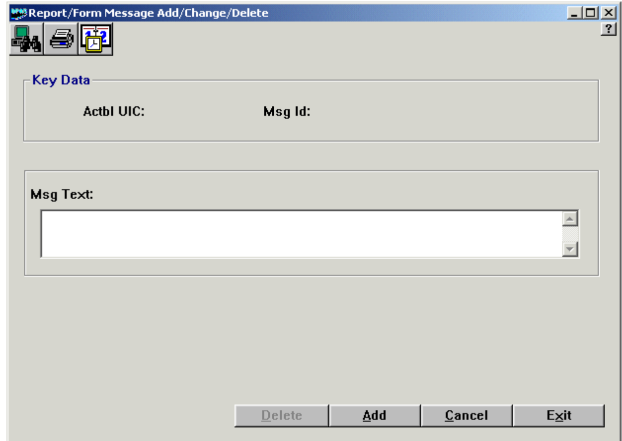




STEP 1:

a. **Msg Id:** Enter a user defined message identification code.
b. Click **OK**.

STEP 2:



a. Enter a unique message that may be printed on your reports and/or forms.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Report/Forms Messages

1. Enter or browse for the **Msg Id** you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting Report/Forms Messages

1. Enter or browse for the **Msg Id** you are deleting.
2. Click **OK**.
3. Click **Delete**.

Practical Exercise: Report and Forms Messages

Title: Report and Forms Messages

Objective: At the completion of this exercise the student should demonstrate a capacity to create messages that will print either on reports and/or turn in/transfer forms.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Your office turns in a lot of hazardous materials. In order to turn these items in to the appropriate disposal activity, your DD Form 1348, DA Form 2765, and/or DA Form 3161 must contain a message that the item(s) you turn in must indicate that the item contains hazardous chemicals.

Instructions: Use the knowledge that you have gained from Chapter Seven to create a message that will appear on the appropriate forms for when you remove hazardous materials from the Property Book.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Creating Transfer Codes

MODULE: Utilities

INTRODUCTION

This process will allow you to create unique Transfer Codes, which identify specific types of transfer or turn-in actions.

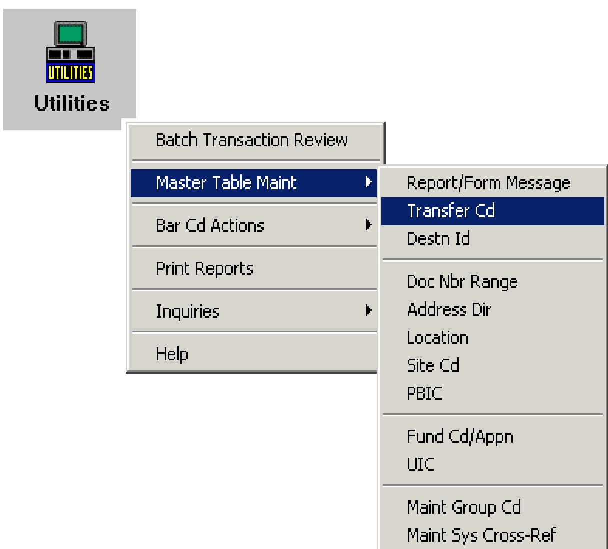
For example, your activity may create a Transfer code to be used for all DRMO turn ins, or a separate code to be used only for transfers between UICs.

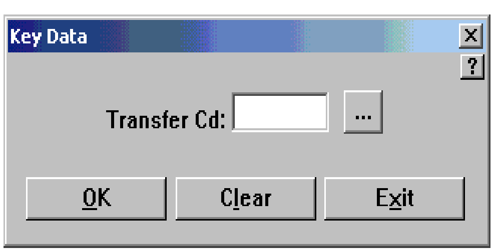
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Transfer Cd** from the program list.

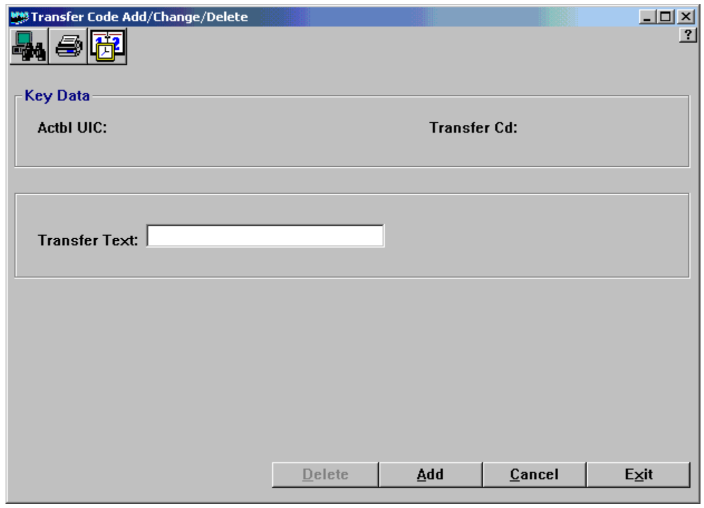




STEP 1:

a. **Transfer Cd:** Enter a code to describe the type of transfer or turn in being processed.

b. Click **OK**.



STEP 2:

a. **Transfer Text:** This is a use defined narrative associated with transferring an item.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Transfer Codes

1. Enter or browse for the **Transfer Cd** you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting Transfer Codes

1. Enter or browse for the **Transfer Cd** you are deleting.
2. Click **OK**.
3. Click **Delete**.

Creating Destination Identification Codes

MODULE: Utilities

INTRODUCTION

The Destination Identification code is a user-defined field that identifies the destination (Activity) of a turned-in or transferred asset. Each Database (Site ID) will generate these codes for specific destinations. This code is established on the Destination Table and the user can add new codes, as well as update or delete existing codes.

This code will generally be an organization's acronym, e.g., Naval Air Station - Pensacola may be shown as NAS Pensacola, others may be USPFO, DRMO-Pensacola, etc.

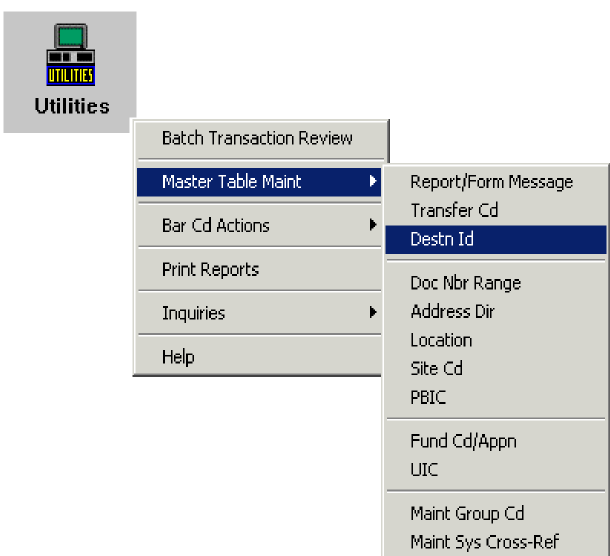
This process provides DFAS the ability to update the general ledger transactions for capital asset property that is transferred or turned in between Government agencies.

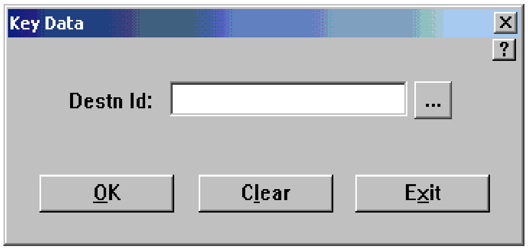
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Destn Id** from the program list.

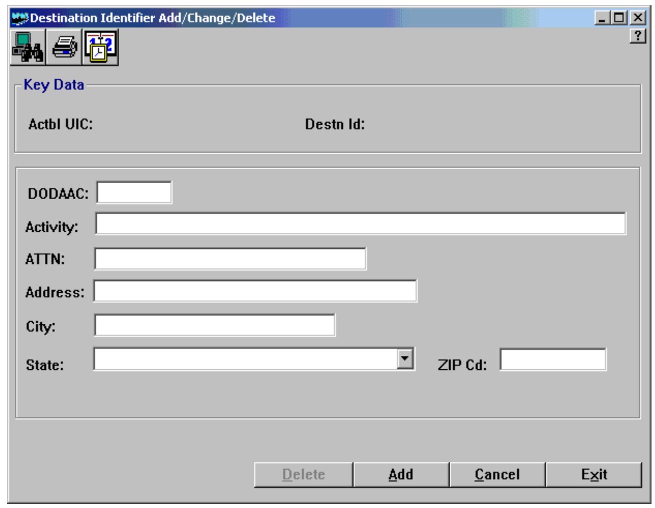




STEP 1:

a. **Destn Id:** Enter the destination identification. This is a user defined field that identifies the destination of a turned-in asset.
b. Click **OK**.

STEP 2:



a. Enter the location information for the Activity. This information is used to create the "shipping document".
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Destination Identification Codes

1. Enter or browse for the **Destn Cd** you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting Destination Identification Codes

1. Enter or browse for the **Destn Cd** you are deleting.
2. Click **OK**.
3. Click **Delete**.

Creating Blocks Of Document Numbers

MODULE: Utilities

INTRODUCTION

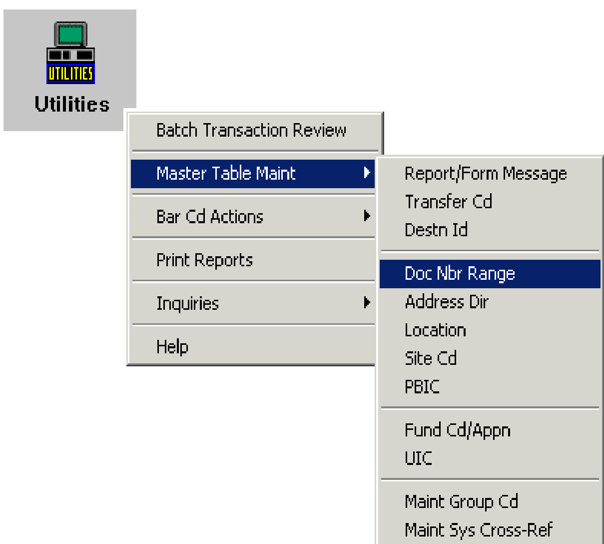
This process provides the interactive update, delete or establishment of a block of serial numbers to be used in creating the last four digits of a DPAS document number. These blocks are used for assigning a specific number sequence to document numbers. Document Number Range is specified to particular UIC or type of document request, e.g., Non-expendables, Expendables, IT, Ammunition, etc. This process also allows changes to be made to an existing Document Number Range record. The system checks the Document Number Range Table to preclude any overlapping of serial numbers.

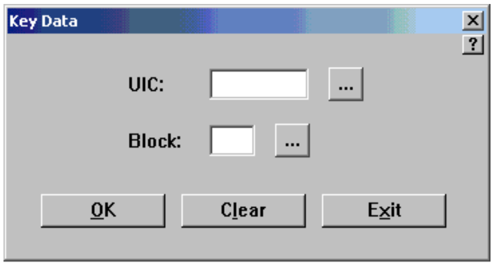
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Doc Nbr Range** from the program list.

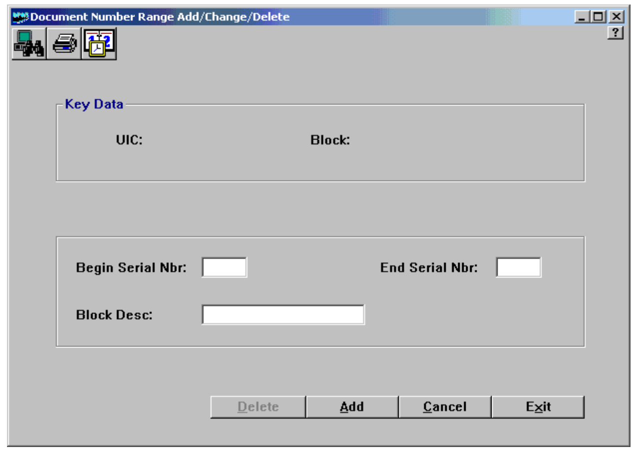




STEP 1:

a. **UIC:** Enter or browse for the UIC.
b. **Block:** This field is used to establish, by UIC, a numeric range of document numbers. It is used daily to assign the serial number when processing an Automated Document Number Assignment.
c. Click **OK**.

STEP 2:



a. **Begin Serial Nbr:** Enter the *first* number used for the automatic assignment of a document number range.
b. **End Serial Nbr:** Enter the *last* number used for the automatic assignment of a document number range.
c. **Block Desc:** Enter a descriptive narrative of the two-position block number. It is used to identify specific Document Register processes.
d. Click **Add**.

The Transaction Processed dialog box will be displayed.

e. Click **OK**.

You will be returned to the Key Data screen.

f. Click **Exit**.

Changing Document Number Blocks

1. Enter or browse for the **UIC**.
2. Enter or browse for the block number you are changing.
3. Click **OK**.
4. Make the necessary change(s).
5. Click **Change**.

Deleting Document Number Blocks

1. Enter or browse for the **UIC**.
2. Enter or browse for the block number you are deleting.
3. Click **OK**.
4. Click **Delete**.

Adding Address Keys To The Address Directory

MODULE: Utilities

INTRODUCTION

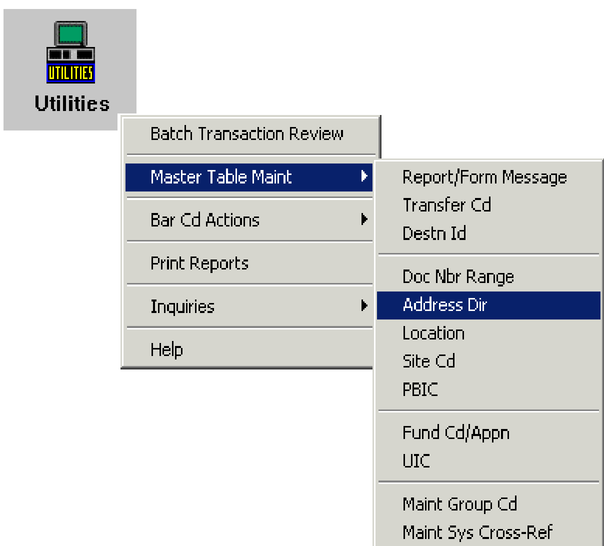
This process provides instructions on how to establish an address directory in DPAS. The directory is used as a central reference for excess reporting. Each activity reporting assets as excess must have a valid entry in the DPAS Address Directory. The Activity must also define a holding location where assets will be stored while waiting for the excess process to be completed (used when Excessing In Place).

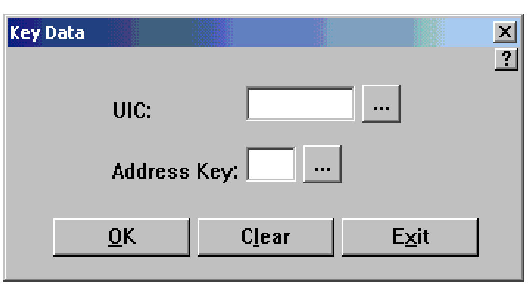
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Address Dir** from the program list.



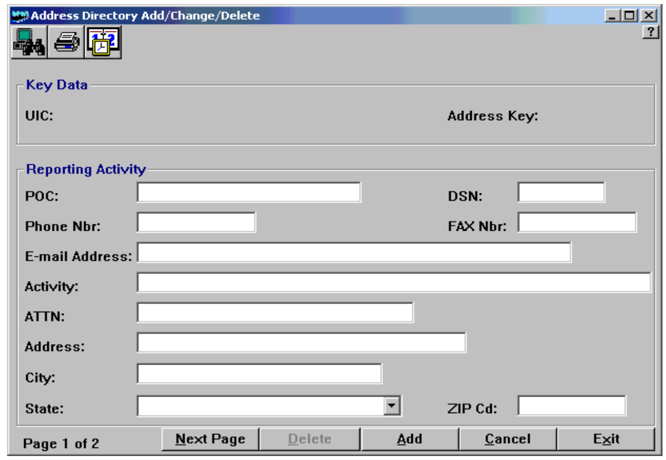


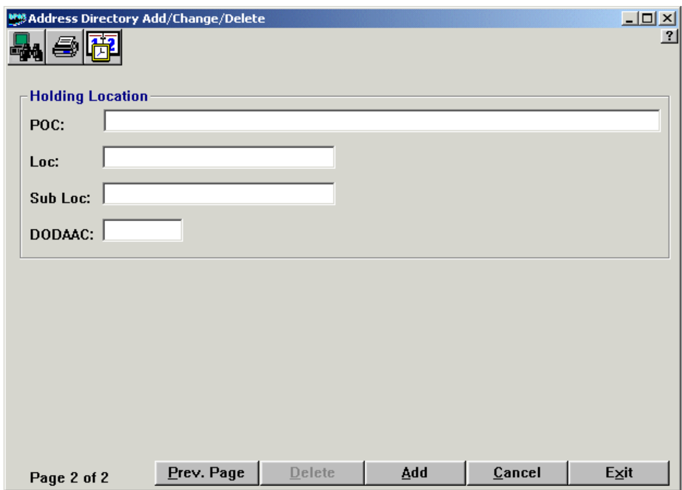
STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Address Key:** Enter a user defined key. You may use any alphanumeric combination. Each address entry in the directory must be assigned a *unique* key.
c. Click **OK**.

STEP 2:

a. Enter the Contact information for the reporting Activity.
b. Click **Next Page**.





STEP 3:

a. Enter Holding Location information.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

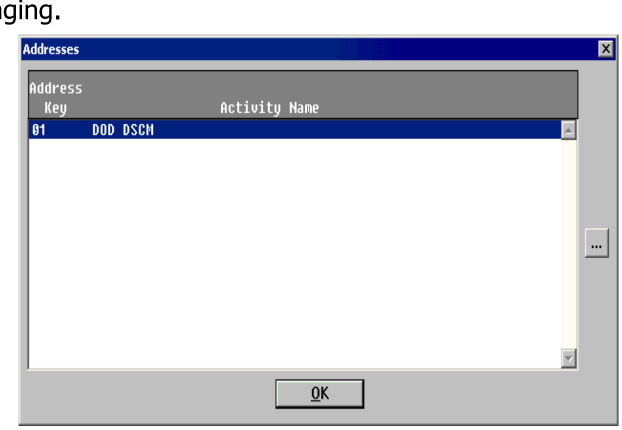
c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Address Keys

1. Enter or browse for the **UIC**.
2. Enter or browse for the address key you are changing.



If you clicked on the Address Key browse button, this window will display any keys that have been previously established. If you entered a key in the Address Key, then this window will not be displayed.

3. Click **OK**.
4. Make the necessary change(s).
5. Click **Change**.

Deleting Address Keys

1. Enter or browse for the **UIC**.
2. Enter or browse for the address key you are deleting.
3. Click **OK**.
4. Click **Delete**.

Practical Exercise: Address Keys

Title: Address Directory

Objective: At the completion of this exercise the student should demonstrate a capacity to create an address key for items that will be reported as excess.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: You need to set up a new address key using your Activity.

Instructions: Using the knowledge that you have gained from Chapter Seven, create a **complete** address key using your own Activity.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Creating New Locations

MODULE: Utilities

INTRODUCTION

This process is used to build and standardize the different inventory locations for your assets.

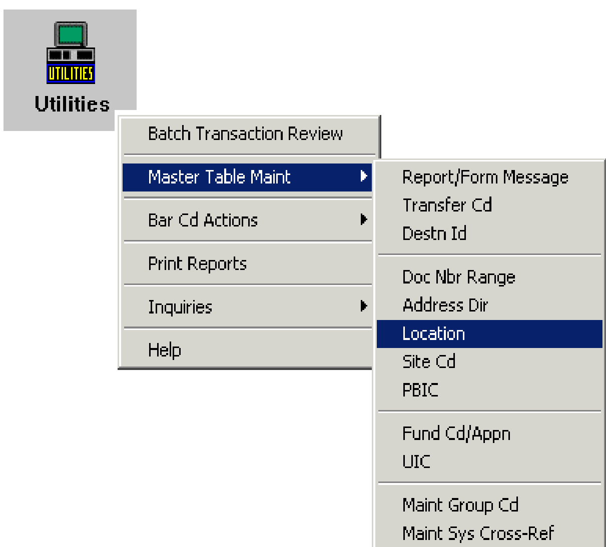
When designing your location format, take into consideration that if you are using Portable Data Collection Devices (PDCDs), not all special characters are available for input on the PDCD (e.g., there is no # on the Symbol scanner). If you created location labels that you would scan, you would have no problem but if the labels were not printed, there is no way for you to key that value into the PDCD.

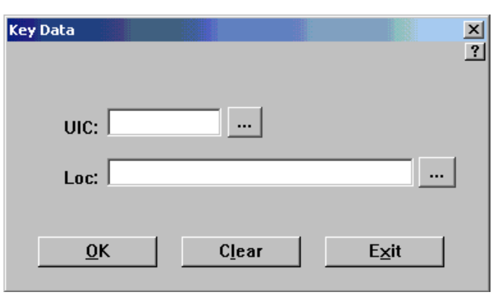
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Location** from the program list.

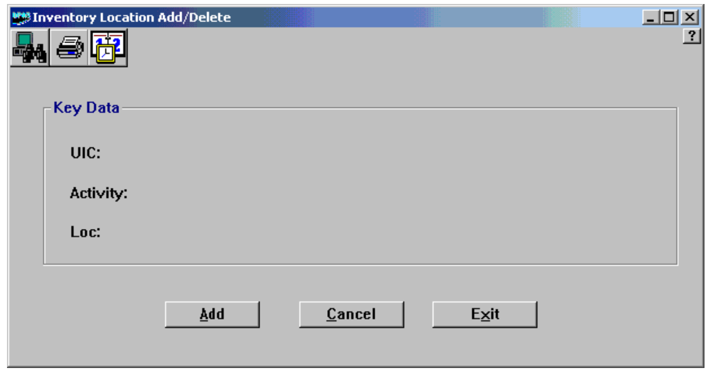




STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Loc:** Enter a new location.
c. Click **OK**.

STEP 2:



a. Review the information that is displayed.
b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

1. Enter or browse for the **UIC**.
2. Enter or browse for the location you are deleting.
3. Click **OK**.
4. Click **Delete**.

Practical Exercise: Adding New Locations and/or Sub Locations

Title: Adding New Locations and/or Sub Locations

Objective: At the completion of this exercise the student should demonstrate a capacity to create new locations and/or sub locations.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Your organization has just built a new 7-story office building. You will need to create a new location and/or sub location into DPAS because you will have new property that will be assigned to that new location.

Instructions: Use the knowledge that you have gained from Chapter Seven to create a new location. You will need to determine what should be in the location field and what should be in the sub location field.

Given: The property will be assigned to Building 73, Floor 2, Cubicle 2C-107

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Adding Site Codes

MODULE: Utilities

INTRODUCTION

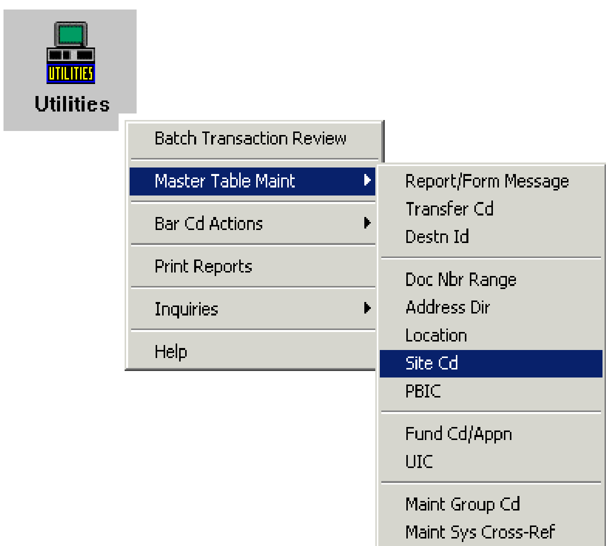
The Site Code is used to identify a storage location for assets not in use within the command. For example, a snowplow may show a normal use location of "garage 12", but in the summer, it may be stored in "storage depot 15". The SITE CD identifies the off season storage area. This process allows the user to interactively add, change, or delete records on the Equipment Site Code Table.

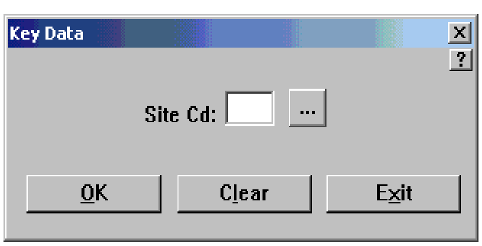
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Site Cd** from the program list.

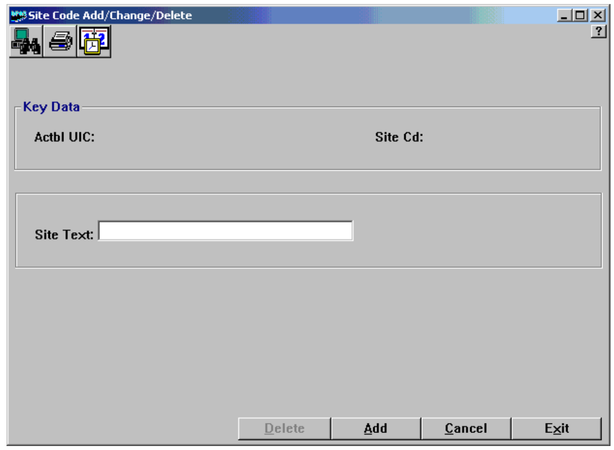




STEP 1:

a. **Site Cd:** Enter the user defined site code.
b. Click **OK**.

STEP 2:



a. **Site Text:** Enter the name of the storage location for the asset.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK.**

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Site Codes

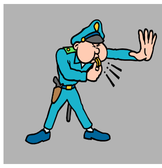
1. Enter or browse for the site code you are changing.
2. Click **OK**.
3. Make the necessary change.
4. Click **Change**.

Deleting Site Codes

1. Enter or browse for the site code you are deleting.
2. Click **OK**.
3. Click **Delete**.

Adding Property Book Identification Codes

MODULE: Utilities



CAUTION!!!

DO NOT use this process to establish Authorization data.

INTRODUCTION

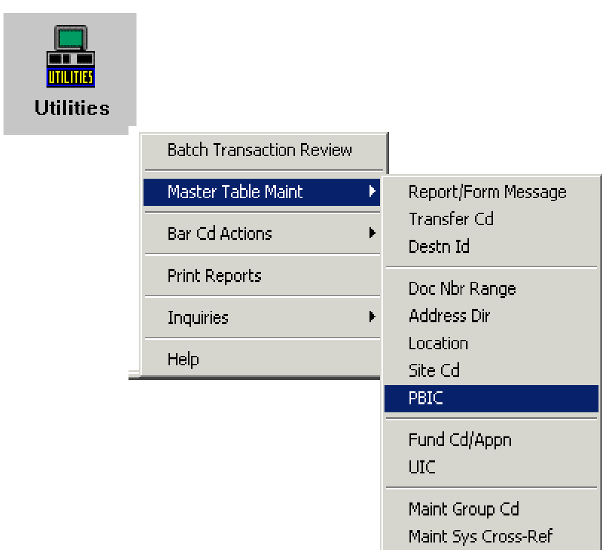
The PBIC (Property Book Identification Code) categorizes the type of property listed on a property book or hand receipt account. It is a user defined description to group assets together for special programs, projects or other requirements. For example, assets can be identified as 'I' – Installation, or 'O' - Organizational. This process allows the user to interactively add/change/delete records on the Property Book Identification Table. When a PBIC is added to an End Item Serial/Bulk or Component Serial/Bulk Asset, the system will check the Property Book Identification Code Table to ensure only valid PBICs are being used. Navy users can use this code to identify pilferable items (P).

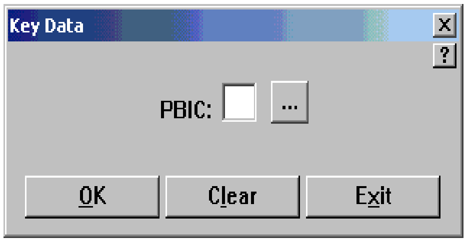
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **PBIC** from the program list.

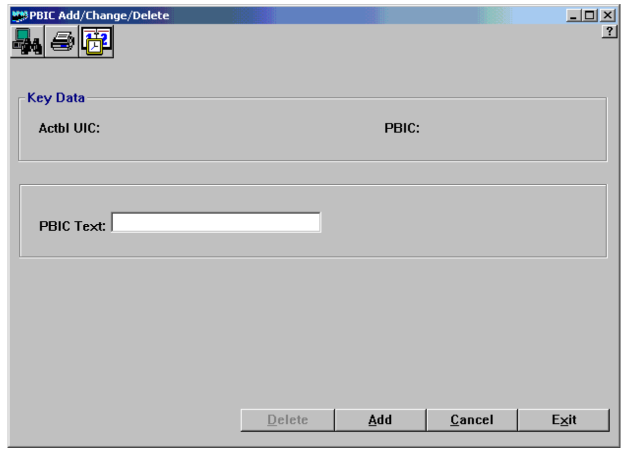




STEP 1:

a. **PBIC:** Enter the user defined property book identification code.
b. Click **OK**.

STEP 2:



DPAS will return the PBIC Add/Change Delete Screen.

a. **PBIC Text:** Enter a user defined description to group assets together.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing PBIC Codes

1. Enter or browse for the PBIC code you are changing.
2. Click **OK**.
3. Make the necessary change.
4. Click **Change**.

Deleting PBIC Codes

1. Enter or browse for the PBIC code you are deleting.
2. Click **OK**.
3. Click **Delete**.

Establishing Fund Codes And/Or Appropriation Allotment Serial Numbers

MODULE: Utilities

INTRODUCTION

The purpose of this process is to provide for the interactive establishment or deletion of a Fund Cd and/or Appn record for each Unit Identification Code established on the Unit Identification Table. Fund Codes are **mandatory** in DPAS.

NOTE:
Appropriation Allotment Serial Numbers are defined by the supporting Budget Office to identify a subdivision of funds within an appropriation. Depending upon the requirements of the accounting system that supports your activity, this code may or may not be a requirement. The Appn Allot Ser Nbr is a subset of Appn. Use only in conjunction with a Fund Code.

This will allow you to add or delete appropriation allotment serial numbers or fund codes for each UIC with the Financial Indicator Code of A-Z or 0-9.

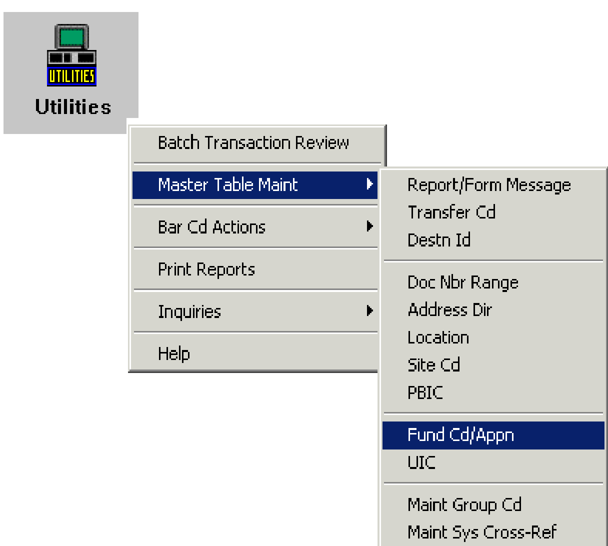
It also allows for change of the Type Fund Id to identify whether an organization is a General Fund or Working Capital Activity.

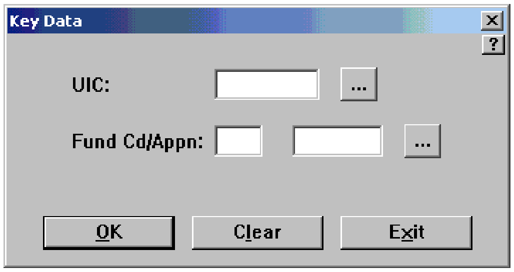
PREREQUISITES

None

STEPS TO PERFORM ACTION

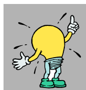
1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Fund Cd/Appn** from the program list.





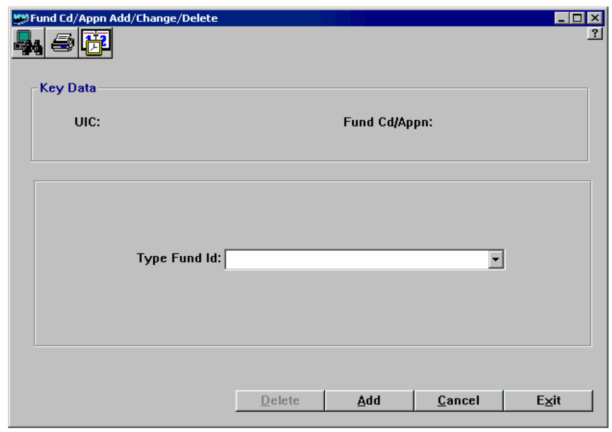
STEP 1:

a. **UIC:** Enter or browse for the UIC.
b. **Fund Cd/Appn:** In the first box, enter a 2-position fund code. If applicable to your Activity, enter a 5-position appropriation allotment serial number.
c. Click **OK**.



HINT!
If the Acct Sys Cd was set to B (for DBMS) or E (E-Biz), you must load an Appn Allotment Ser Nbr. If your Acct Sys Cd does not equal B or E, the field can be left blank.

STEP 2:



a. **Type Fund Id:** Select the applicable code.

Type Fund Identification	
D	Defense Working Capital Funds
O	Other

b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Fund Codes/Appropriation Allotment Serial Numbers

The Type Fund Id cannot be changed if there are assets in the system for the UIC and Fund Cd/Appn combination.

1. Enter or browse for your UIC.
2. Enter or browse for the fund code and/or appropriation allotment serial number you are changing.
3. Click **OK**.
4. Make the necessary change.
5. Click **Change**.

Deleting Fund Codes/Appropriation Allotment Serial Numbers

The Fund Cd/Appn cannot be deleted if there are assets in the system for the UIC and Fund Cd/Appn combination.

1. Enter or browse for your UIC.
2. Enter or browse for the fund code and/or appropriation allotment serial number you are deleting.
3. Click **OK**.
4. Click **Delete**.

Adding A New UIC

MODULE: Utilities

INTRODUCTION

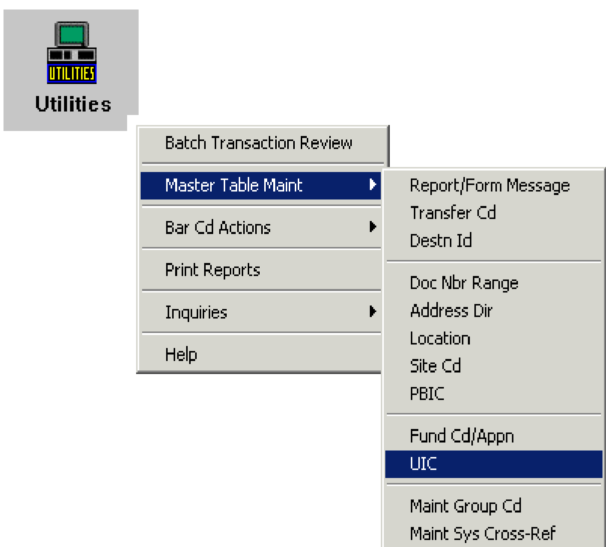
This process provides the capability of adding a new UIC, changing data for an existing UIC, or deleting the UIC record. The UIC plays an important role in the daily processing of hand receipt and document register transactions. It is used to capture the Activity Code for accounting interface, the Installation Code for UIT processing, the DoDAAC, and a variety of IT reporting codes. Accurate input is required when establishing or changing the UIC information due to the interfaces with other systems.

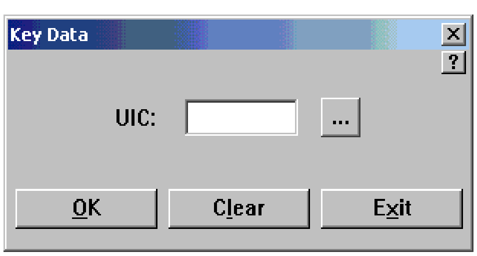
PREREQUISITES

None

STEPS TO PERFORM ACTION

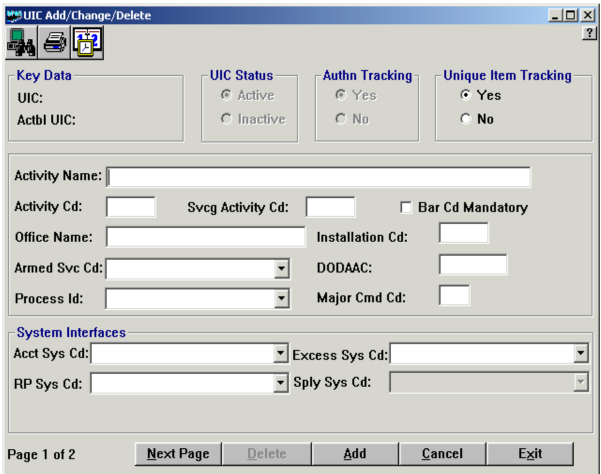
1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.





STEP 1:

a. **UIC:** Enter a new UIC.
b. Click **OK**.



STEP 2:

a. **UIC Status:** Select whether the UIC is active or inactive. If you are changing the status of an existing UIC, there can be no assets or due-ins for the UIC. If there are, you will receive a message indicating that there are assets or due-ins.

b. **Authn Tracking:** Select the appropriate option to designate if your Activity will track authorized items (using the Authorizations module). If the first position of the UIC begins with "W" (Army UIC), this field will be defaulted to **Yes** and cannot be changed. If the first position of the UIC is other than "W", this field will be defaulted to **No** but can be changed only during the Add process.

c. **Unique Item Tracking:** This field designates if an Activity will track CBS-X/UIT information. Categories of data reported include DoDSASP, CCISP and CBS-X. This sets the interface with LOGSA. If the first position of the UIC is 'W', this selection is defaulted to **Yes** on an Add transaction, but can be changed if necessary. If the first position of the UIC is other than 'W', this selection is defaulted to **No** on an Add transaction, but can be changed if necessary.

d. **Activity Name:** Enter the name of the Activity. At least one character must be entered in this field.

e. **Activity Cd:** Enter the Activity Code. The first two positions must be filled; the remaining two positions are optional.

f. **Svcg Activity Cd:** Enter the Servicing Activity Code. The first two positions must be filled; the remaining two positions are optional.

g. **Bar Cd Mandatory:** Check this box if using bar codes for your Activity is mandatory.

h. **Office Name:** Enter the name of the office. At least one character must be entered in this field.

i. **Installation Cd:** Enter the installation code that identifies a unit for UIT. The first two positions must be filled; the remaining two positions are optional.

j. **Armed Svc Cd:** Select the appropriate code that identifies your service.

Armed Service Codes			
A	Army Forces	**M**	Marine Forces
C	Coast Guard	**N**	Navy Forces
F	Air Force	**O**	Other

k. **DODAAC:** Enter your DODAAC.

l. **Process Id:** Select the appropriate code to identify and address unique Service/Agency processing actions.

Process Identification Codes	
A	Army
D	DECA
O	Other

m. **Major Cmd Cd:** Identify you Major Command or Agency of assignment for units and administrative structure.
n. **Acct Sys Cd:** Select which accounting system (if any) to which your Activity interfaces.
o. **Excess Sys Cd:** Select if you are interfacing with DRMS.

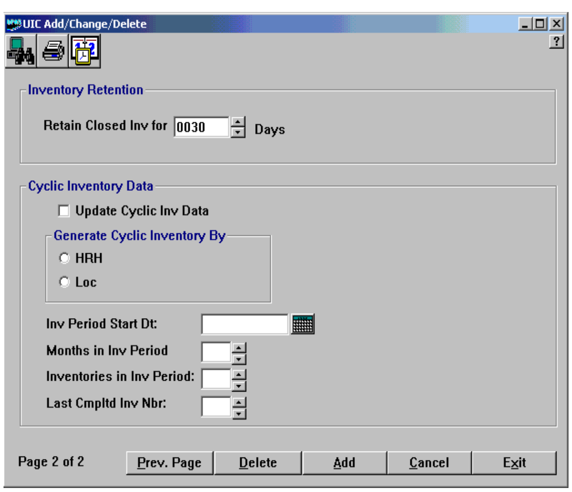
Accounting Systems Codes				Excess Systems Codes	
A	SIFS	**H**	SABRS	**N/**	No interface in place
B	DBMS	**I**	SOMARDS	**Y**	Excess In Place, Memorandum of Agreement
C	FAMIS	**J**	STARS	**N**	Excess In Place, no Memorandum of Agreement
D	DWAS	**K**	LMP		
E	e-Biz	**Y**	No Interface, Retain Records		
G	WAAS	**Z**	No Interface, Delete Record		

p. **RP Sys Cd:** Select which real property system, if any, to which your Activity interfaces.

Real Property Systems Code	
A	IFS
B	PRIDE

q. **Sply Sys Cd:** This code is set the accountable UIC and indicates which supply system you will interface.
r. Click **Next Page**.

STEP 3:



a. **Retain Closed Inv for ## Days:** This is used to tell DPAS how long to keep past inventories on the system. The date will be defaulted to 30 days but you can set it as high as 1095 days (or 3 years).

Cyclic Inventory Data Group Box:

b. **Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.
c. **Generate Cyclic Inventory By:** Indicates if you are going to run your cyclic inventory by either HRH or by Location.
d. **Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years).
e. **Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.

f. **Inventories in Inv Period:** This is the number of inventories in a particular inventory period. You will have to figure the math as to how many inventories you want to complete in the inventory period. For example, if you would like to do 4 inventories over 36 months, you would enter 4 inventories.
g. **Last Completed Inv Nbr:** This is how many inventories that have already been completed. This is mostly used if you have completed some of your inventories and you switch to a cyclic inventory in the middle of the inventory process. This number can be changed at any time.
h. Click **Add**.

The Transaction Processed dialog box will be displayed.

i. Click **OK**.

You will be returned to the Key Data screen.

j. Click **Exit**.

Changing UIC Information

You must have security access to the UIC you are changing. This process cannot be used to change an existing UIC to another UIC. Use the **UIC/Activity Name Mass Change** process for that purpose if the UIC To does not exist in DPAS, or the **Mass Lateral Transfer/UIC Merge** if the UIC To currently exists in DPAS.

1. Enter or browse for the UIC you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting UICs

You must have security access to the UIC you are deleting. There can be no assets on hand or due-in for the UIC you are deleting.

1. Enter or browse for the UIC you are deleting.
2. Click **OK**.
3. Click **Delete**.

Identifying Different Maintenance Groups

MODULE: Utilities

INTRODUCTION

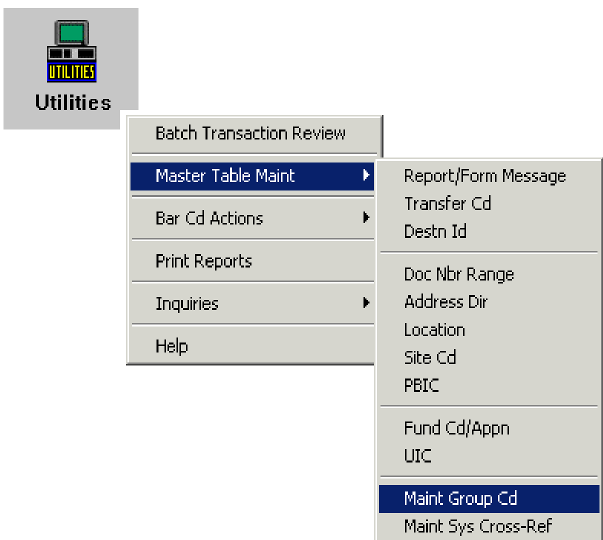
This process provides the capability of adding new Maintenance Group Codes. These codes group different types of maintenance items (i.e., GSA Vehicles, MTOE, etc.).

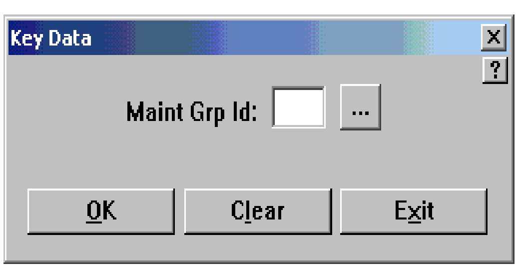
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Maint Group Cd** from the program list.

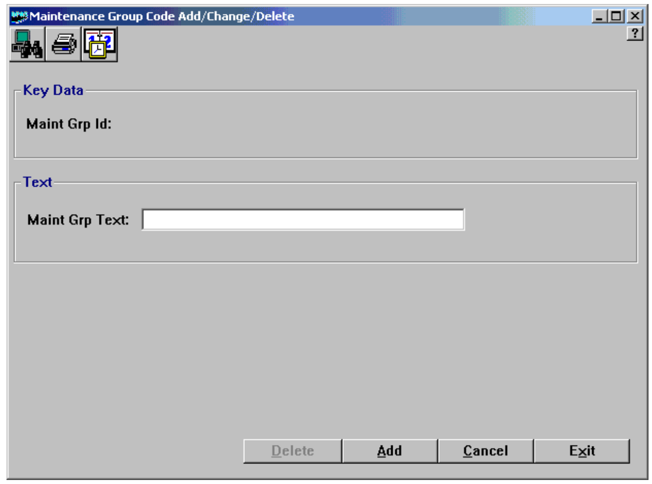




STEP 1:

a. **Maint Grp Id:** Enter an identification for your maintenance group.
b. Click **OK**.

STEP 2:



a. **Maint Grp Text:** Enter the description of the maintenance group.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Maintenance Groups

1. Enter or browse for the maintenance group you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting Maintenance Groups

1. Enter or browse for the maintenance group you are deleting.
2. Click **OK**.
3. Click **Delete**.

Cross Referencing Maintenance Systems

MODULE: Utilities

INTRODUCTION

This process provides the capability of cross referencing maintenance systems.

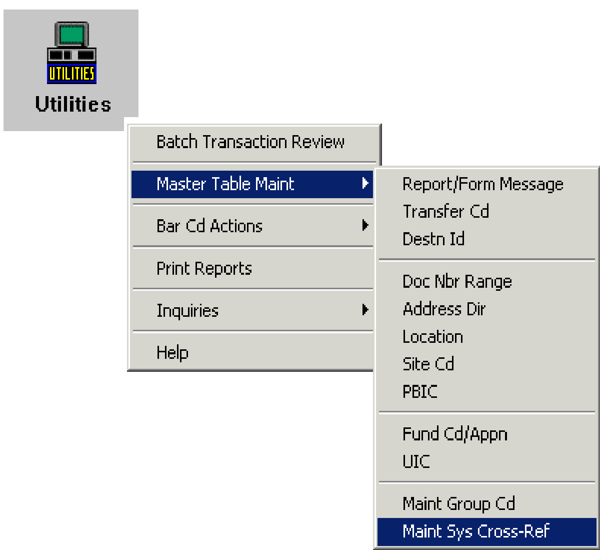
PREREQUISITES

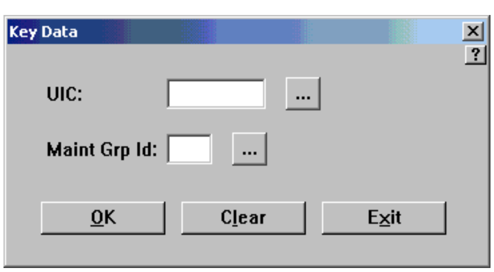
Maint Grp Id must be entered or selected from the Key Data Dialog Box (blank or space is a valid entry or selection).

The Intrf Sys Cd and Intrf Site Id must be established on the Interface Site Control Table.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Maint Sys Cross-Ref** from the program list.

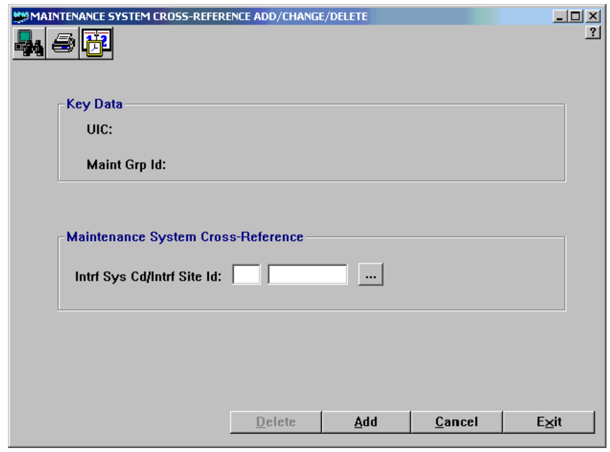




STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Maint Grp Id:** Enter the maintenance group that you are cross referencing.
c. Click **OK**.

STEP 2:



a. **Intrf Sys Cd/Intrf Site Id:** In the first box, enter a code that identifies the interface system. In the second box, enter a code that identifies the maintenance system site.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing Cross References

1. Enter or browse for the UIC.
2. Enter or browse for the cross reference you are changing.
3. Click **OK**.
4. Make the necessary change(s).
5. Click **Change**.

Deleting Cross References

1. Enter or browse for the UIC.
2. Enter or browse for the cross references you are deleting.
3. Click **OK**.
4. Click **Delete**.

Setting Up Bar Code Prefixes

MODULE: Utilities

INTRODUCTION

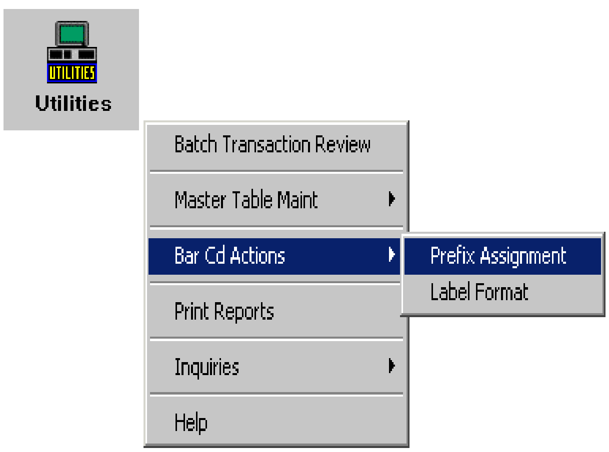
This process provides the capability of establishing prefixes for your bar codes. Setting up these prefixes will allow you to have DPAS automatically assign your bar codes.

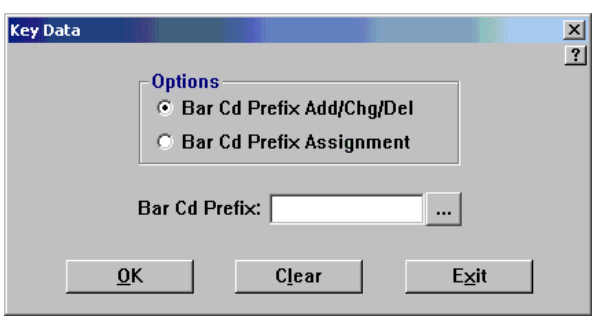
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Bar Cd Actions** from the program group.
3. Select **Prefix Assignment** from the program list.





STEP 1:

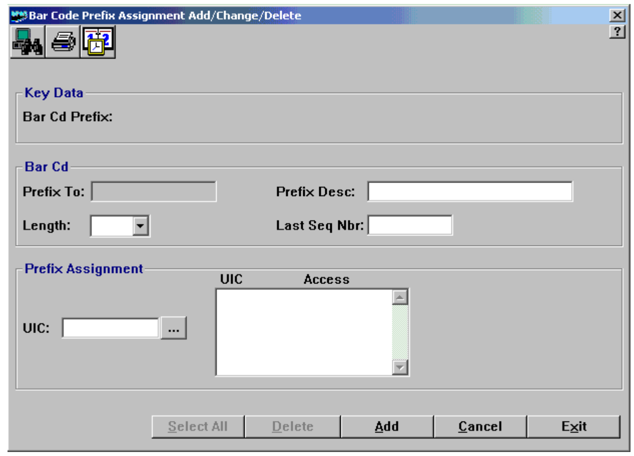
a. **Options:** Select the appropriate option.

Options	
Bar Cd Prefix Add/ Chg/Del	Allows for the creation, modification, or deletion of a Bar Code prefix or the detail of the record.
Bar Cd Prefix Assign-ment	Allows you to assign UIC permissions to use a selected prefix.

b. **Bar Cd Prefix:** Enter the prefix for your bar codes.

c. Click **OK**.

STEP 2:



Bar Cd Group Box:

HINT!
All the fields in the **Bar Cd Group Box** will be for display only if you selected **Bar Cd Prefix Assignment** from the Key Data screen.

a. **Prefix To:** This field is only available for a change action. If changing the prefix, enter the prefix to which you are changing.
b. **Prefix Desc:** Enter a brief title explaining the use of the prefix.
c. **Length:** Select the total number of position of you bar code.
d. **Last Seq Nbr:** Enter the last sequence number assigned by the system for a bar code. Leading zeroes will not be displayed. The number of positions cannot exceed the bar code length.

Prefix Assignment Group Box:

HINT!
The fields in this group box will be available for input if establishing a new Bar Cd Prefix or if the Bar Cd Prefix Assignment radio button was selected on the Key Data screen.

e. **UIC:** Enter or browse for the UIC that has permission to use this prefix.
f. Click **Add**. The authorized UIC(s) will be displayed in the Authorized UIC List Box.

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the process screen.

h. If you want to authorize another UIC for your prefix, repeat steps 2e through 2g. When you are done, click **Exit**.

Changing Bar Code Prefixes

1. Select the radio button **Bar Cd Prefix Add/Chg/Del**.
2. Enter or browse for the prefix you are changing.
3. Click **OK**.
4. Make the necessary change(s).
5. Click **Change**.

Deleting Bar Code Prefixes

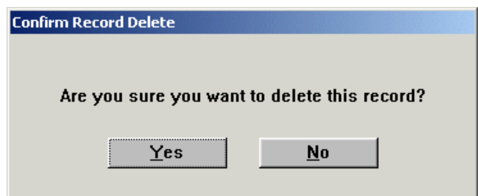
1. Select the radio button **Bar Cd Prefix Add/Chg/Del**.
2. Enter or browse for the prefix you are deleting.
3. Click **OK**.
4. Click **Delete**.

Deleting Bar Code Prefix Assignment

If you want to delete a UICs that is authorized to use the bar code prefix:

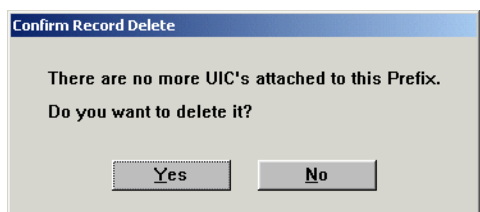
1. Select the radio button **Bar Cd Prefix Assignment**.
2. Enter or browse for the prefix you are changing.
3. Click **OK**.
4. Highlight the UIC in the Authorized UIC List Box.
5. Click **Delete**.

The following dialog box is displayed:



6. If you want to delete the record, click **Yes**; otherwise, click **No**.

If there are no more UICs for the prefix, the following dialog box will be displayed:



7. Click **Yes** to continue with the delete process; otherwise, click **No**.

Practical Exercise: Bar Code Prefixes

Title: Creating Bar Code Prefixes

Objective: At the completion of this exercise the student should demonstrate a capacity to create messages that will print either on reports and/or turn in/transfer forms.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Your office has decided to purchase a brand new Intermec Easy Coder 3400 Bar Code printer so that you can print bar code labels for all of your assets. You will have DPAS automatically generate the new bar codes for you. But in order to do this, you need to create the prefix(es) for your labels. Your supervisor wants all the bar code labels to begin with your UIC minus the first character. To differentiate items that are capital and non-capital, your supervisor wants the 5th position to have an alpha character that determines capital from non-capital. Your bar code labels will be 10 positions long.

Instructions: Use the knowledge that you have gained from Chapter Seven to create bar code prefixes for your bar code labels.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Formatting Bar Code Labels

MODULE: Utilities

INTRODUCTION

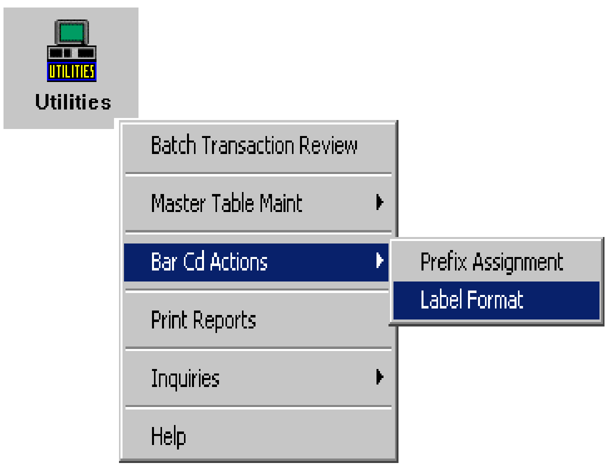
This process provides the capability of formatting your bar code labels.

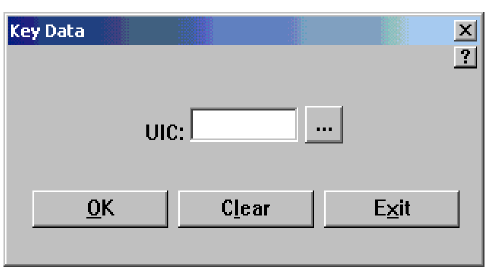
PREREQUISITES

Must have a DPAS compatible bar code label printer set as one of your printers.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Bar Cd Actions** from the program group.
3. Select **Label Format** from the program list.



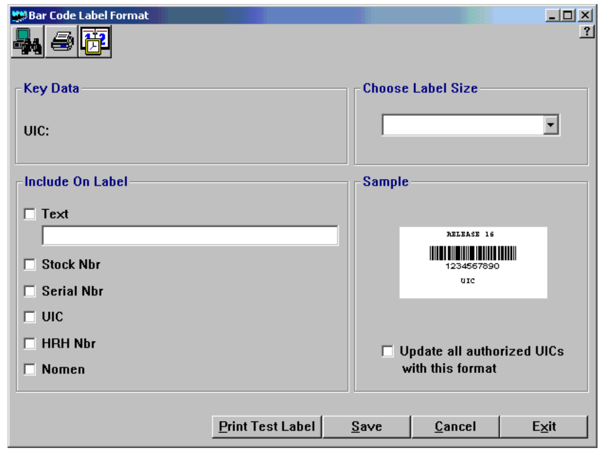


STEP 1:

a. **UIC:** Enter or browse for the UIC.
b. Click **OK**.

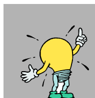
STEP 2:

a. **Choose Label Size:** Select the size of your bar code labels.



Bar Code Label Sizes	
A	1.50 x 0.50
B	1.00 x 2.00
C	2.00 x 1.25
D	3.00 x 1.00

b. Select what information you want to include on your bar code label. The size of the label will affect how much information you can include on the label.



HINT!
Positioning of data element fields on the label will depend on the label size chosen and combination of elements selected. Printer font will be pre-determined for each format.

Sample Group Box: An image of the bar code label will be displayed as it is being designed. The image will change when a different label size is selected, or when data fields are added or subtracted.

c. **Update all authorized UICs with this format:** Check this box if you want to update all authorized UICs with your desired format.
d. If you want to print a test label, click on the **Print Test Label** button.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Practical Exercise: Formatting Bar Code Labels

Title: Bar Code Label Format

Objective: At the completion of this exercise the student should demonstrate a capacity to format bar code labels.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Now that you have established all your bar code labels, you need to print them. But in order to print your labels, you need to format them. The label size that came with your printer is 2.00 x 1.25. Your supervisor wants your organization, serial number of the item, and the HRH Nbr to print on each label.

Instructions: Use the knowledge that you have gained from Chapter Seven to format your bar code labels.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Printing Bar Code Labels

MODULE: Hand Receipt

INTRODUCTION

This process will show you how to print off bar code labels in DPAS.

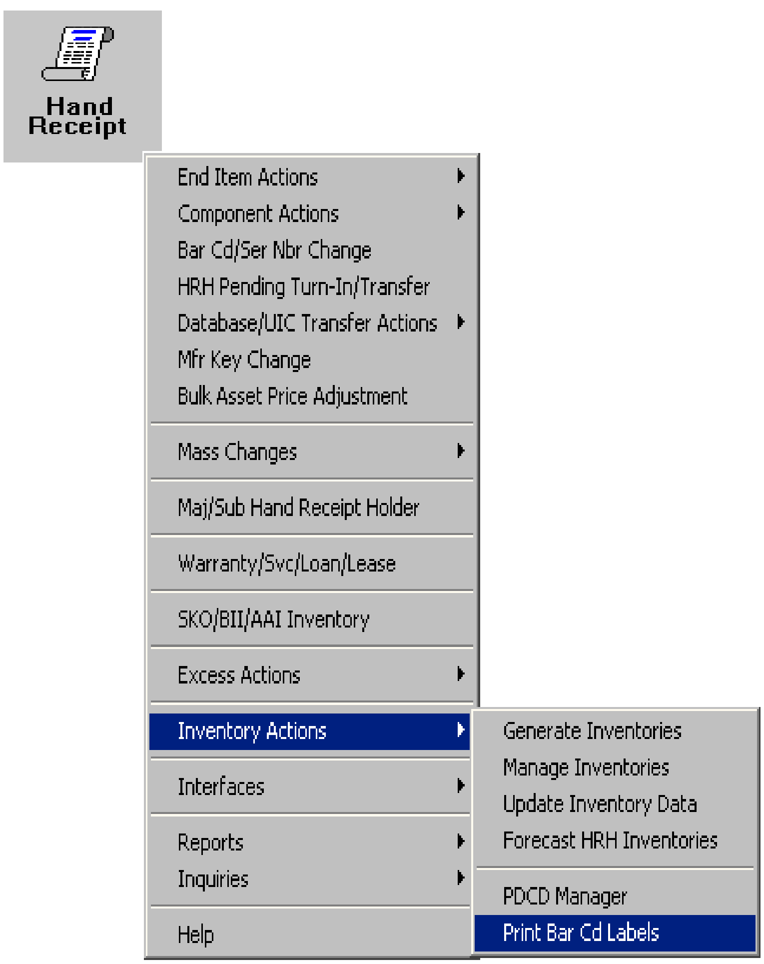
PREREQUISITES

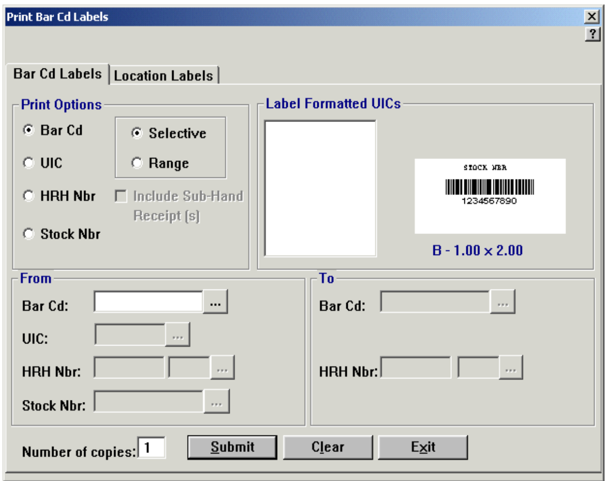
You will need to have a bar code printer. DPAS supports the INTERMEC and ZEBRA printers.

In order to print bar code labels, the user must establish a label format for each UIC that will be utilized. This process cannot be used if there are no label formats created.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Print Bar Cd Labels** from the program list.





STEP 1:

a. **Print Options:** Select how you want the bar codes to print.

Print Options	
Bar Cd	The user can request a label for a single asset or labels for assets within a bar code range.
UIC	The user can request labels for assets under a specific UIC.
HRH Nbr	The user can request labels for assets under a specific HRH Nbr or within a range of HRH Nbrs under a UIC. The user can also print labels for all Sub HRH Nbr assets under each Major.
Stock Nbr	The user can request labels for assets under a specific Stock Nbr.
Location	The user can request labels for assets under a specific location or within a range of locations.

b. If you want to print a particular bar code, select the radio button **Selective**. If you want to print a range of bar codes, select the radio button **Range**.

c. **Label Format:** Select the appropriate label format. This window will display only those UICs that have label formats created through the Bar Code Label Format process. The transaction UIC must have a bar code label format.

From Group Box:

d. **Bar Cd:** If your print option was **Bar Cd**, enter the bar you want to print.
e. **UIC:** If your print option was **UIC**, enter or browse for the UIC.
f. **HRH Nbr:** If your print option was **HRH Nbr**, enter or browse for the HRH Nbr.
g. **Stock Nbr:** If your print option was **Stock Nbr**, enter or browse for the Stock Nbr.

To Group Box:

This group box is only available if you selected to print a range. If you did not select to print a range, proceed to step j.

h. **Bar Cd:** Enter the last bar code in the range.
i. **HRH Nbr:** Enter the last HRH Nbr in the range.
j. **Number of copies:** Enter the number of copies of labels you want to print.
k. Click **Submit**.

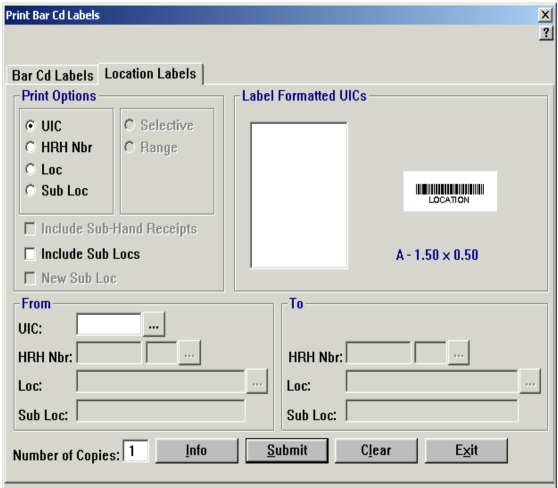
The Transaction Processed dialog box will be displayed.

l. Click **OK**.

m. Click **Exit**.

Printing Location Labels

1. From the **Bar Cd Labels**, click on the **Location Labels** tab.



2. **Print Options:** Select the appropriate option.

Print Options	
UIC	Allows you to print location labels for the entire UIC.
HRH Nbr	Allows you to print location labels for the entire HRH Nbr or a range of HRH Nbrs.
Loc	Allows you to print labels for a specific location or a range of locations.
Sub Loc	Allows you to print a labels for a specific sub location or a range of sub locations.
Selective	Select this radio button if you want to print a location label for a single location or sub location, or labels for all unique locations under a specific HRH Nbr. This option is disabled for the UIC Print Option.
Range	Select this radio button if you want to print location labels for all assets within a HRH Nbr, Location, or Sub Location range. One location label will be printed for each unique location.

3. **Label Format:** Select the appropriate label format. This window will display only those UICs that have label formats created through the Bar Code Label Format process. The transaction UIC must have a bar code label format.
4. **Include Sub-Hand Receipts:** If you want to include sub hand receipts, check this box (only available if you selected the HRH Nbr print option).
5. **Include Sub Locs:** If you want to include sub locations, check this box (not available if you selected the Sub Loc print option).
6. **New Sub Loc:** If you want to print a label for a new sub location that is not in DPAS, check this box (only available if you selected the Sub Loc print option).

From Group Box:

7. **UIC:** Enter or browse for the UIC for which you are printing labels.
8. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub HRH Nbr for which you are printing labels (only available if you selected HRH Nbr print option).
9. **Loc:** Enter or browse for the location for which you are printing labels (only available if you selected the Loc or Sub Loc print option).
10. **Sub Loc:** Enter the sub location for which you are printing labels (only available if you selected the Sub Loc print option).

To Group Box (this group box is only available if you chose to print a Range):

11. **HRH Nbr:** Enter the ending HRH Nbr for your range.
12. **Loc:** Enter the ending location for your range.
13. **Sub Loc:** Enter the ending sub location for your range.
14. **Number of copies:** Enter the number of copies of labels you want to print.
15. Click **Submit**.

The Transaction Processed dialog box will be displayed.

16. Click **OK**.

17. Click **Exit**.

Setting Bar Code Prefix Defaults

INTRODUCTION

The DPAS User Defaults screen allows you to enter and store commonly used information.

Information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

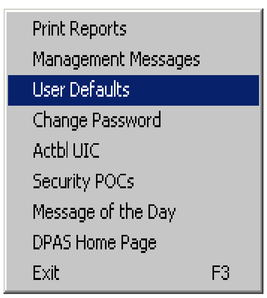
In this process, we will be setting the default to display our bar code prefix.

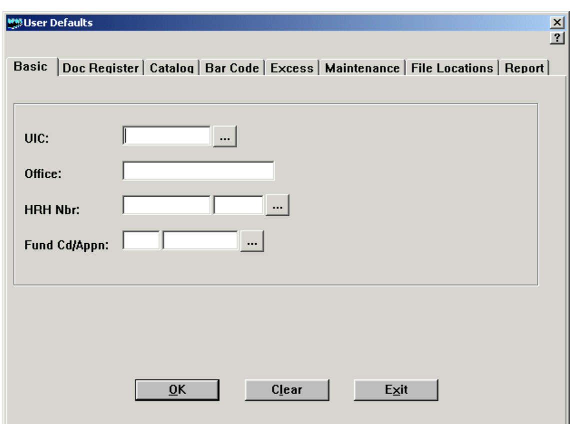
PREREQUISITES

A bar code prefix must be established.

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **User Defaults** from the program group.

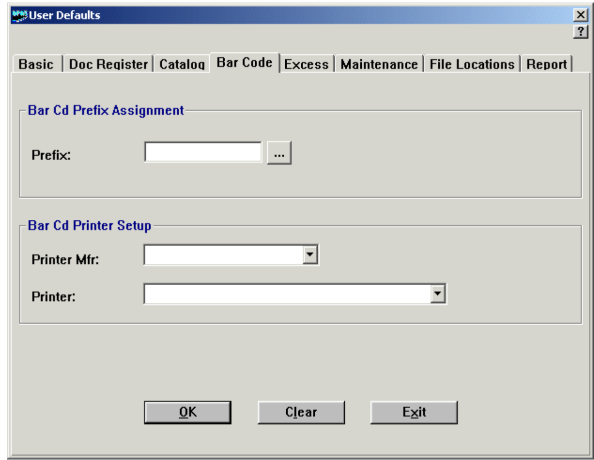




STEP 1:

- Click on the **Bar Code** tab.

STEP 2:



a. **Prefix:** Browse to display all the established bar code prefixes. Select the prefix you want to be made as the default value.
b. **Printer Mfr:** If you have a bar code printer, select the appropriate manufacturer.
c. **Printer:** Click on the list box to display a list of all your printers. Select the appropriate printer for your bar code printer.
d. Click **OK**.

The Transaction Processed dialog box will be displayed.

e. Click **OK**.

You will be returned to the DPAS Main Menu.

Running Monthly Depreciation

MODULE: Accounting

INTRODUCTION

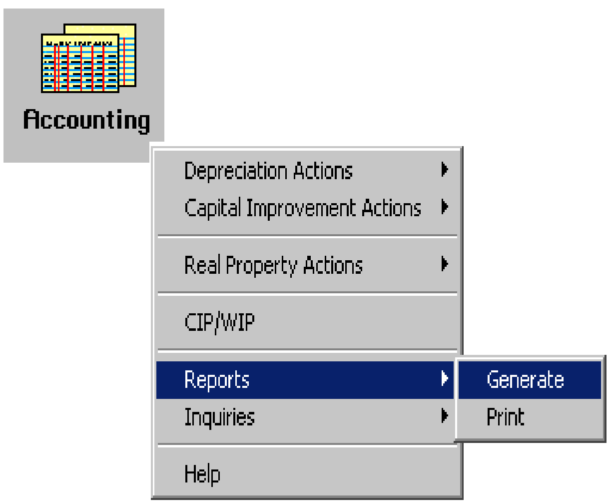
This process provides the capability to run the monthly depreciation.

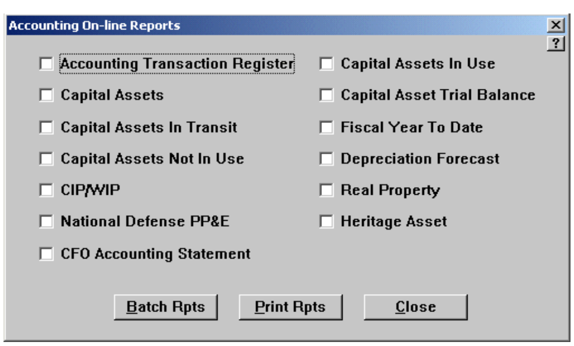
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Reports** from the program group.
3. Select **Generate** from the program list.



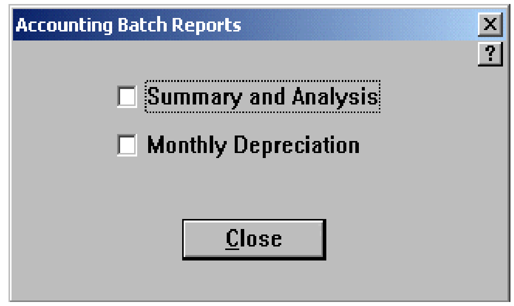


STEP 1:

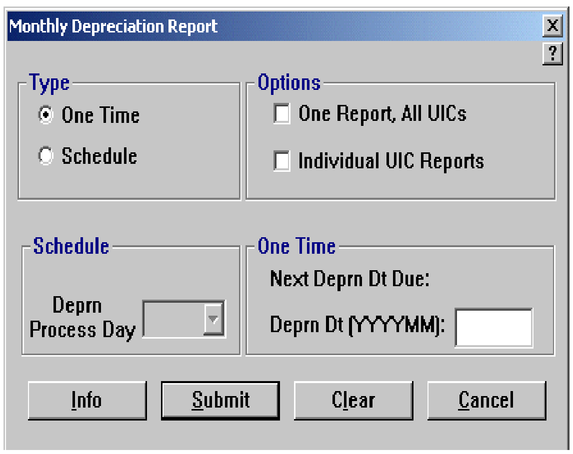
- Click on **Batch Rpts**.

STEP 2:

- Select **Monthly Depreciation**.



STEP 3:



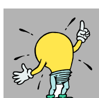
a. **Type:**

One Time: Select this option if you want to run depreciation for a specific date. The date, shown beside **Next Deprn Dt Due** is the next date that you can schedule your batch depreciation cycle. If you do not execute your depreciation cycles on a monthly basis, this date could be several months before the current month and year. For example, if the current month is May, and you have not executed your depreciation since January, the next 'month' due will show as February. You have two options if this is the case. You can schedule each month (using this example) from February to May, or simply request May's depreciation cycle and let the program automatically 'catch you up' to the current month. You cannot execute the same month twice.

Schedule: Select this option if you want to schedule when this report is to be run. By choosing the Schedule radio button, you can choose one day for the report to be run each month by selecting a day from the 20th of the current month to the 3rd of the next month from the Day of Month drop down list box. You cannot change the schedule date in the month in which depreciation has already been executed. However, you can change the schedule day once the next month has begun. In addition, you may choose 'Last' from the drop down list box to run the report on the last day of every month. This schedule will continue to exist until changed or overwritten by a One Time selection. Selection of One Time will overwrite an existing Schedule.

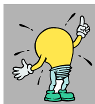
b. **One Report, All UICs:** If you want the report to run for all UICs associated with the Accountable UIC, check this box.

c. **Individual UIC Reports:** If you want the report run for each specific UIC, check this box.



HINT!
You can also select both options, if desired.

d. **Deprn Process Day:** If you chose to schedule this report, select the day you want the report to be run.



HINT!

The Depreciation Process Day can be scheduled from the 20th of the current month to the 3rd of the next month.

e. **Deprn Dt (YYYYMM):** For a one time run, enter the depreciation date.

NOTE:

When the depreciation cycle runs for the month of September, depending on which option you selected, one of these reports will be created (DPTN161A) Fiscal Year to Date Report Actbl or (DPTN162A) Fiscal Year to Date Report UIC. The Fiscal Year to Date Report runs at fiscal year end showing your fiscal year end amounts. A hard copy report will automatically be generated. The first depreciation cycle after the month of September, program DPTN1701 clears out all the fiscal year cost amounts.

f. Click **Submit**.

The Transaction Sent for Batch Processing dialog box will be displayed.

g. Click **OK**.

You will be returned to the Batch Reports screen.

h. Click **Close**.

You are returned to the Online Reports screen.

i. Click **Close**,

You are returned to the DPAS Main Menu.